

(SAMPLE)

COST DATA

CONTRACT SERVICE: Coordination

ORGANIZATION NAME: Worthwhile Services, Inc.

Cost Data Period: 7/01/2000 - 6/30/2001

1. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for the Contract Period	% Allocated Service *A + D = Total	SERVICE COST
1	1.00	Executive Director	\$31,400	90% + 0% = 90%	\$28,260
1	0.50	Secretary	\$8,500	80% + 0% = 80%	6,800
TOTAL:					\$35,060

*A = % Administrative Functions

D = % Direct Service Functions

2. **EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	COST
Various fringe benefits	(Average: 18% of \$35,060)	\$6,311
TOTAL:		\$6,311

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	COST
Audit Fee	\$6,200 x .5128 FTE share for this service	\$3,179
Subcontractors	Contracted direct service	10,000
TOTAL:		\$13,179

4. **TRAVEL**

ITEM	BASIS	COST
Staff Owned Vehicle Mileage	116.7 miles/mo x 12 mo x .30/mi =	\$420
Agency Leased Vehicle	\$2,151/yr x .5128 (FTE Share)	1,103
TOTAL:		\$1,523

5. **SPACE**

ITEM	BASIS	COST
Office Space	\$ 10.88/sq ft X 778 sqft (rent, electricity, gas, water)	\$8,465
Cleaning Service	\$118/mo x 12 mo X .3304 (svc share of office)	468
TOTAL:		\$8,933

6. **EQUIPMENT**

ITEM	BASIS	COST
Copier Maintenance	\$120 X 6 months	\$720
TOTAL:		\$720

7. **MATERIALS AND SUPPLIES**

ITEM	BASIS	COST
General Office Supplies	\$1,850 x .5128 (FTE Share)	\$949
Postage	\$1,725 x .17 (Salary Share) (excludes fund raising)	293
Cleaning Supplies	\$1,185 x .3304 (Space Utilization Share)	392
TOTAL:		\$1,634

8. **OPERATING SERVICES**

ITEM	BASIS	COST
Telephone	\$200/month x 12 mos.	\$2,400
General Liability Insurance	\$3,155 x .17 (Salary Share) =	536
Subscriptions & Dues	Allocated Evenly to Agency's Six Services	71
TOTAL:		\$3,007

9. **INDIRECT COSTS**

ITEM	BASIS	COST
Indirect cost	5% of \$70,367	\$3,518
TOTAL:		\$3,518

10. **TOTAL COSTS:** **\$73,885**